Graduate Assistantship

Information Technology

For the 2020 Academic Year
(20 hours per week)

Emergency Medicine

The Department of Emergency Medicine, in the UNM School of Medicine, is seeking a professional, detail-oriented Graduate Assistant who enjoys a fast-paced challenging work environment. The selected candidate will work in a complex, multi-faceted department that includes the administrative and academic offices for Emergency Medicine; the Emergency Medical Services Academy, and the Center for Disaster Medicine.

Duties and Responsibilities

The Information Technology Graduate Assistant works as an integral member of the IT and User Services Team performing the following duties:

- Experience creating and managing complex websites.
- Experience using UNM’s Web Content Management System (Cascade Server).
- Meet deadlines and multi-task projects that are under time constraints
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals
- Ability to communicate professionally
- Other IT-related duties as assigned.

Assistantship Requirements

Applicants for the Information Technology Graduate Assistantship should have exceptional communication and customer service skills. They should also have knowledge, skills and abilities in several of the categories listed below:

- Bootstrap styling.
- Good knowledge of server client interactions.
- Experience in wide variety of programming languages.
  - Proficient In: HTML, CSS, PHP, MYSQL, JavaScript and Bootstrap
- Software Knowledge
• Visual Studio, SQL-Server Management Studio, FTP\SFTP and Dreamweaver and MYSQL

**Working Conditions and Physical Effort**

IT Graduate Assistants work is normally performed in a typical interior/office work environment, with some physical effort required. Some walking and transport of equipment between library brand locations will be required.

**Instructions for Applicants**

To Apply for this Assistantship, Please Provide the Following;

1. A letter of application listing your contact information, current academic GPA, and a description of your qualifications.
2. Your current Resume or Curriculum Vitae.
3. Two letters of reference from individuals who are familiar with your academic or work experience.

**Please email your completed application packet to:**

Nathaniel Sparlin, IT Manager  
Emergency Medicine  
Email: NSparlin@salud.unm.edu

**Application Deadline: Apply by January 31, 2020 for Best Consideration**  
**Position will remain open until filled**